

TRAINING AND ADMINISTRATIVE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible, non-supervisory position in the fire service, the primary duties of which include developing and organizing departmental training, and performing administrative functions which are necessary for the effective operation of the department. The Training and Administrative Officer evaluates the training needs of the department, and provides for employee training. The employee of this class personally conducts training, and coordinates employee training through the Assistant Fire Chiefs, when necessary. The Training and Administrative Officer participates in research and planning of fire department operations, and makes recommendations to the Fire Chief. The employee of this class organizes the maintenance of departmental records and reports, and manages the maintenance and repair of equipment and supplies. The incumbent of this class reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops and organizes a training program for the department. Evaluates training needs, and provides for regular employee training at all levels within the department. Conducts classroom training, drills and evolutions, and informal or on-the-job training, including fire suppression; nozzles, hoses, and firefighting equipment; water supplies and pump operations; forcible entry, rescue, and first aid. Makes necessary arrangements with Assistant Fire Chiefs for company training. Provides for outside training when necessary.

Assists the Fire Chief in the management of fire department operations. Participates in the research and planning for programs and activities of the department, and recommends procedures that help the city obtain favorable ISO ratings. Keeps informed of modern firefighting methods and administrative practices and recommends management policies, goals, and objectives. Makes recommendations regarding the organization of departmental operations having to do with equipment and apparatus. Assists in the preparation of the departmental operating budget.

Provides for the maintenance of departmental records and reports. Periodically reviews the system for maintaining departmental records and reports, and makes recommendations

concerning form and content of records and reports. Personally completes forms, records, and reports as may be assigned. Writes reports.

Oversees the management of departmental property and equipment. Arranges for the care, maintenance, and repair of departmental property and equipment according to established procedure. Inspects equipment to assure that maintenance and repairs are properly accomplished. Orders and distributes supplies and equipment as necessary, and maintains the departmental inventory.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have obtained Firefighter I certification, as defined by NFPA 1021, Standard for Firefighter Professional Qualifications.

Prior to confirmation, must obtain certification as Firefighter II, as defined by NFPA 1021, Standard for Firefighter Professional Qualifications.

Prior to confirmation, must obtain certification as Instructor I, as defined by NFPA 1041, Standard for Fire Service Instructor Professional Qualifications.

Prior to confirmation, must obtain and maintain CPR Instructor certification from an accredited institution or agency.

Must have not less than five (5) years of experience with a full-time paid fire department which involved a background in fire suppression, or fire department training, or which involved administrative duties.